



Ohio University Bulletin

1958

THE EXTENSION DIVISION • CORRESPONDENCE STUDY

1960

Visitors Welcome—

Visitors to the University are always welcome. Those desiring interviews with university officers and members of the faculty will often find it to their advantage to request appointments in advance.

Address Inquiries—

concerning admission and the acceptance of credits to the
DIRECTOR OF ADMISSIONS

concerning catalogs, registration, grade transcripts, and
general university regulations to the REGISTRAR

concerning curricula and degree requirements of the various
colleges to the DEANS OF THE COLLEGES

concerning board and room to the DIRECTOR OF HOUSING

concerning scholarships, loans, and work opportunities to
the DIRECTOR, STUDENT FINANCIAL AIDS

concerning special conferences and other matters relating
to the Summer Session to the DIRECTOR, SUMMER
SESSION

concerning veterans affairs to the CO-ORDINATOR OF
VETERANS AFFAIRS

concerning correspondence study and extension classes to
the DIRECTOR OF UNIVERSITY EXTENSION

OHIO UNIVERSITY

ATHENS, OHIO

APPLICATION FOR REGISTRATION

Date of birth _____ Place of birth _____

	Name of Institution	Attended		No. of Units or Semester Hours Earned	Did You Graduate?
		From Date	To Date		
High School					
College or University					

Make checks, money orders or drafts payable to "Ohio University". No portion of a fee can be refunded after three months from date of registration. Also no portion of a fee can be refunded after three lessons have been mailed even though the registration is not three months old.

OHIO UNIVERSITY BULLETIN

THE EXTENSION DIVISION

Correspondence Study



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OHIO UNIVERSITY

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OHIO UNIVERSITY

HISTORICAL BACKGROUND

Ohio University was first conceived of and planned for in 1786 by officers and men who had served in the Revolutionary War. It came into being with the passage by the Legislature of the State of Ohio, February 18, 1804, of an act establishing "an University . . . in the town of Athens . . . by the name and style of the Ohio University." The University thus became the first institution of higher learning in the Northwest Territory, an area from which was ultimately carved five great states—Ohio, Indiana, Illinois, Michigan, and Wisconsin. It has grown with the nation and the state into a diversified and effective institution of higher education.

THE UNIVERSITY TODAY

Ohio University is composed of the following colleges and other major units:

- The University College
- The College of Applied Science
 - The School of Home Economics
- The College of Arts and Sciences
- The College of Commerce
 - The School of Journalism
- The College of Education
- The College of Fine Arts
 - The School of Dramatic Art and Speech
 - The School of Music
 - The School of Painting and Allied Arts
- The Graduate College
- The Branches
- The Division of Physical Education and Athletics
- The Reserve Officers' Training Corps
- The University Extension Division
- The Summer Session

THE EXTENSION DIVISION

The function of correspondence study is to make the offerings of Ohio University available to those persons who must devote a large part of their time to other duties.

Many of the foremost American universities have recognized that this is a satisfactory plan for the extension of educational facilities. Teaching by correspondence has become a part of the educational system of colleges and universities in approximately forty states and the District of Columbia where it has been demonstrated that efficient college work can be done by correspondence.

Some of the advantages of residence study are lacking, but correspondence study has compensating advantages. It develops and encourages self-reliance, initiative, and perseverance; and the teaching is individual and personal.

The Extension Division offers correspondence courses only on the college level.

CORRESPONDENCE COURSES AT THE COLLEGE LEVEL

Many of the departments of instruction at Ohio University offer correspondence courses. These courses parallel residence work as far as the nature of the subject will permit. They have the same course numbers and are usually taught by the instructors who offer the courses in residence. If you need assistance with the selection of subjects, consult your college adviser or another person who is to pass on the sufficiency of your credits. **The Extension Division is not authorized to advise students on academic requirements nor to suggest which courses may be acceptable for meeting teacher certification requirements.**

CREDIT. In correspondence study and in extension classes a student may earn 40 semester hours of credit toward a bachelor's degree at Ohio University. Credit earned by correspondence study cannot be applied to graduate work.

A student may enroll for correspondence study on a non-credit basis. Such an enrollee is required to pay the same fees as other students, but he is not required to take mid-course and final examinations. Request for a transfer from a credit to a non-credit basis must be made before two thirds of the course is completed.

ADMISSION. Students who have graduated from first-grade high schools are admitted to correspondence study at the college level. A person who is not a graduate of a first-grade high school is permitted to take correspondence courses at the college level provided he is 21 years of age or older and provided the instructor believes that he is capable of carrying the course.

The application for registration is the only admittance paper required. It will be assumed that the information given by a student in his application is correct. Incorrect information may invalidate credit.

No one is accepted for correspondence instruction who is not in good standing at the college or university last attended.

A student admitted to correspondence study may or may not be admitted for study in residence. A student contemplating study in residence should

write to the Director of Admissions, Ohio University, Athens, Ohio, for information on admission requirements.

REGISTRATION. A student secures his application for registration from the Extension Division. If he is currently registered in residence at Ohio University he must present with his application a permit from the dean of the college in which he is enrolled. Likewise, a student currently registered in another school must present a permit from the dean of his college. Registration for a correspondence course may be made at any time. The application for registration must be accompanied by the required fee in full.

FEES	Before July 1, 1958		After July 1, 1958	
	Residents of Ohio	Non- Residents	Residents of Ohio	Non- Residents
Registration fee				
each semester hour	\$8.50	\$9.50	\$10.00	\$11.00
Transfer fee	2.00	2.00	2.00	2.00
Extension of time fee	4.00	4.00	4.00	4.00

A resident of Ohio pays \$20.00 for two semester hours, \$30.00 for three semester hours, and so on.

REFUND OF FEE. If the application of a student is rejected, his fee will be refunded in full. Two thirds of a registration fee is returned if a student withdraws from a course before his registration is three months old, provided no more than three lessons have been mailed. If four or more lessons have been mailed, no refund of fee is made even though the registration is less than three months old.

TRANSFER FEE. A correspondence student may change his registration to another course in the Extension Division by paying a fee of \$2.00, provided he makes the request for transfer before his original registration is three months old and before no more than three lessons have been mailed in the original course. A student cannot transfer fees paid for correspondence courses to extension classes or to classes in an Ohio University branch. When a student transfers, the time limit begins on the date of the original registration. Members of the armed forces under USAFI and veterans under a G.I. Bill cannot transfer from one course to another. They must be disenrolled from the original course and then apply for enrollment in the new course.

BOOKS. Books and other materials for a course are to be purchased by the student. Soon after the registration fee has been received, a study guide will be mailed containing instructions for ordering texts. The Extension Division does not handle textbooks. Books are to be ordered from the publishers unless a student prefers to secure them in another way.

LESSONS OR STUDY UNITS. A one-hour course consists of 12 lessons, or study units; a two-hour course consists of 24 lessons, or study units; and a three-hour course consists of 36 lessons, or study units. Approximately three hours will be required by the average student to complete one lesson.

Lesson papers are the property of the Extension Division and all of them are to be returned to the Extension Division by a student after the final examination.

TIME LIMIT FOR COURSE. The maximum time for the completion of a

course is nine months. The maximum time starts with the date of registration. A student can secure an extension of time for three months upon the presentation of an acceptable excuse and the payment of a fee of \$4.00. *No more than three extensions of time will be granted under any circumstances.*

The minimum time schedule starts on the date the first lesson is received in the Extension Division office. For example, the usual time on a course for three semester hours is approximately ten weeks, lessons being submitted at the rate of six per week, and the total time on two three-semester hour courses taken concurrently is 20 weeks. Under no circumstances may lessons be submitted at a rate greater than six per week. The additional time for completion is necessary in order to process the mid-course and final examinations. Lessons are counted toward the permissible number of six per week when they are *received* in the Extension Division office from Monday through Saturday.

COMPLETION OF COURSES. It is the responsibility of the student to enroll in sufficient time to complete a course or courses for which he has enrolled to satisfy graduation requirements or certification for a teacher's certificate. Ordinarily, a student should allow at least four weeks beyond the minimum time allowed for completion. If a student has a deadline to meet he would be well advised, in addition to allowing the time indicated above, to inform his instructor when he sends in his first lessons when that deadline occurs and why he desires completion by that date. *Grades for candidates for degrees are expected to be in the Registrar's office one full week before the commencement date, and students must plan to meet this deadline.*

Students seeking to complete courses at the end of a summer should bear in mind that instructors are on vacation during August and early September and sometimes are not available to mark and return their lessons. Enrollment, therefore, should occur at least ten weeks prior to August 1 for reasonable assurance of completion.

EXAMINATIONS. Mid-course examinations and final examinations are required in nearly all courses. Application for the final examination should be made no later than one month after submitting the last lesson. Two weeks should be allowed after applying for the examinations until they are received. A student is to wait for the return of all preceding lesson papers before attempting an examination. **LESSONS BEYOND THE MID-COURSE EXAMINATION CANNOT BE SUBMITTED UNTIL THIS EXAMINATION HAS BEEN TAKEN.** A student who lives in Athens County or is a student at Ohio University is required to take his examinations in the office of the Extension Division. Examinations are given only on Saturday mornings at 9 o'clock in Wilson Hall. Students are not notified as to when they may take an examination. They may report on any Saturday convenient to them after they have received their graded lessons.

Others may take examinations either in the office of the Extension Division (in order to expedite completion of a course), or under the supervision of a school superintendent, a city or exempted village high school principal, an executive head of a local high school district, or a member of a college or university faculty with the rank of assistant professor or above. Examinations for USAFI students are supervised by the education officer or chaplain.

No fee is paid by the Extension Division to the person who supervises an examination. Since the examinations are the only part of the correspondence course done under supervision, they are of great importance in computing the final grade.

KOREAN VETERANS (PUBLIC LAW 550). It is not recommended that Korean Veterans under Public Law 550 register for correspondence courses, since to do so represents a choice of course which allows only one opportunity to make a subsequent choice of course. Korean Veterans in residence may take correspondence courses without this result, but must enroll for a full course load of residence work. However, if a Korean Veteran wishes to enroll on a Civilian basis he may do so, without the benefit of Public Law 550.

THE SEVEN COLLEGES AT OHIO UNIVERSITY

Brief information about each of the seven colleges at Ohio University follows. Students desiring facts relative to degrees and other requirements should write to the appropriate academic dean. The Extension Division is not authorized to advise students on requirements.

THE UNIVERSITY COLLEGE. All freshmen enroll in the University College, a college concerned primarily with the problems of first-year students—their courses of study, and their guidance during the period of transition from high school to college. The freshman year in the University College and the following three years in one of the degree-granting colleges represent the normal time required for completion of any of the baccalaureate degree programs.

The University College also enrolls students interested in terminal programs of less than four years duration. Such a program pursued for two years can qualify a student for an Associate in Arts diploma. The requirements in semester hours are: English composition, 6-9; physical education, 2; speech, 1; general education, 12; career courses (vocational), 24; electives, 17. Several of these required hours can be secured by correspondence study. For complete details, write to Dean, University College, Ohio University, Athens, Ohio.

THE COLLEGE OF APPLIED SCIENCE offers curricula, accredited by the Engineers Council for professional Development in Architectural, Civil, Electrical and Mechanical Engineering (including an Industrial Option). Chemical Engineering is also offered. The school of Home Economics offers curricula leading to the degree BS in Home Economics. The Department of Industrial Arts offers a curriculum leading to the degree BS in Industrial Technology, as well as work in Industrial Arts for Students of Education. The non-degree granting department of Engineering Drawing is under the supervision of the college.

THE COLLEGE OF ARTS AND SCIENCES provides the student an opportunity to secure a well-rounded liberal education. Its programs of study lead to the degree of Bachelor of Arts with a major in any department in the College and many departments in other colleges, and the degree of Bachelor of Science with a major in the laboratory science departments within the College. Special curricula are offered for preparation for work in atomic energy and industrial physics, and preprofessional preparation for dentistry,

forestry, government foreign service, law, medical technology, medicine, nursing, occupational therapy, optometry, pharmacy, physical therapy, social work, teaching, theology, veterinary medicine, and for work in juvenile delinquency and criminology.

THE COLLEGE OF COMMERCE offers programs of study leading to the following degrees: Bachelor of Science in Commerce, Bachelor of Science in Journalism, Bachelor of Science in Secretarial Studies, and Bachelor of Science with a major in Agriculture. The curriculum for the Bachelor of Science in Commerce degree permits, but does not require, specialization. Fields which may be stressed include accounting, advertising-marketing, economics, finance, management, pre-law school preparation, and statistics. The School of Journalism, an integral part of the College of Commerce, offers five sequences, all leading to the Bachelor of Science in Journalism degree. These are: Advertising-Management, Magazine Journalism, News Writing and Editing, Public Relations, and Radio-Television News. The curriculum leading to the Bachelor of Science in Secretarial Studies degree is designed to give the student a high proficiency in the secretarial skills, an understanding of the basic business areas, and a well-rounded background in cultural subjects. The College of Commerce cooperates with the College of Education in offering majors in agriculture, bookkeeping-basic business, and business education.

THE COLLEGE OF EDUCATION prepares teachers for all grade levels and types of schools. The degree of Bachelor of Science in Education combines broad general education with professional programs leading to positions as teachers in kindergarten, primary, intermediate or high school, the various academic subjects, and in such special subjects as art, dramatic art and speech, guidance and counseling, home economics, industrial arts, music, physical education, secretarial studies, and speech and hearing therapy. The College of Education also offers a two-year "Cadet" program for elementary teachers.

THE COLLEGE OF FINE ARTS comprises the School of Dramatic Art and Speech, the School of Music, and the School of Painting and Allied Arts. Within these schools opportunities are offered for a broad, cultural education in the fine arts and for special training in the following departments: dramatic production, radio-television, speech and hearing therapy, music (applied, history, literature, theory, composition, education, and music therapy), architecture, design, painting and drawing, photography, art history and appreciation, art education, and sculpture and ceramics. The degree of the college is Bachelor of Fine Arts.

THE GRADUATE COLLEGE offers advanced study and provides facilities for research leading to the degrees of Master of Arts, Master of Education, Master of Science, Master of Business Administration, Master of Fine Arts, and Doctor of Philosophy. While no correspondence work may be taken for graduate credit, it is possible in some approved instances to obtain a maximum of six hours of graduate work by extension classes. Courses in academic and professional fields are available through the various divisions of the University. To secure further information concerning graduate study, see the request form on the inside of the back cover of this catalog.

THE SUMMER SESSION

The Summer Session at Ohio University represents a cross section of the total program of the University with all divisions represented. Instruction is by members of the regular university faculty. The Summer Session has two five-week terms.

Attendance in the Summer Session may be used to reduce the time required to complete a four-year college course. A student who enrolls at Ohio University immediately after high school graduation and who attends all summer sessions, may graduate in three years.

Courses in the summer session will be offered in all phases of the regular program of the University, including substantial offerings on the graduate level.

A special bulletin covering the offerings of the Summer Session is available. Use the request form which appears on the inside of the back cover of this catalog.

THE BRANCHES

Branches of Ohio University operate in Chillicothe, Ironton, Lancaster, Martins Ferry, Portsmouth, and Zanesville. Qualified high school graduates and adults are eligible to take work in the Branches and may earn up to two years of credit in the fields of Commerce, Arts and Sciences, and Education. One year of credit may be earned in Engineering and Fine Arts, and a two-year technical institute curriculum at the Zanesville Branch allows interested high school graduates and adults an opportunity to train as engineering technicians.

The Cadet Teacher program is featured in each Branch and makes possible the completion of all requirements for the Cadet Teaching Certificate.

Students receive full residence credit for all work completed.

COURSES AT THE HIGH SCHOOL LEVEL

The Extension Division does not offer correspondence courses at the secondary school level. Such courses are available from the University of Nebraska, Lincoln, Nebraska, and a number of other institutions. Write to the National University Extension Association, Bloomington, Indiana, for the names of other institutions which offer high school courses.

EXTENSION CLASSES

Extension classes conducted by members of the Ohio University faculty are another important service of the Extension Division. Graduate as well as undergraduate work is offered. These classes appeal especially to teachers, business men and women, and others who wish to engage in systematic study during their leisure time. Such classes are usually offered beginning in September and February at various cities and towns in Southeastern Ohio. Write for information regarding extension classes to the Director of Extension, Ohio University, Athens, Ohio.

COURSES OF INSTRUCTION

Numbers 1-99 designate courses for Freshmen.

Numbers 100-199 designate courses for undergraduates above the Freshman level.

Numbers 200-299 designate courses for advanced undergraduates (Juniors and Seniors).

Numbers 300-399 designate courses for advanced undergraduates and graduates.

Graduate credit cannot be secured by correspondence study.

The prerequisite for a course is indicated by a course number which refers to the same department unless otherwise indicated.

The name of the instructor appears at the end of the course description.

ACCOUNTING—See Commerce

ADVERTISING—See Commerce

ART

121. HISTORY OF PAINTING AND SCULPTURE. This is a chronological survey of the history of art from the earliest time to the Renaissance. The principal periods of art history are made familiar to the student through a study of the most significant surviving examples of architecture, sculpture, painting, and the so-called minor arts. Credit, three semester hours. OLPP.

BOTANY

3. GENERAL BOTANY. An introduction to plant science, with emphasis on the vegetative structures, the physiological activities, and the economic importance of the higher plants. A student must have access to a microscope. It may be possible for a resident of Ohio to rent a microscope from the Botany Department for \$5.00 for three months, provided it is impossible for him to secure one in another way. The Botany Department will expect a student to pay for any damage or loss incurred while the microscope is in his possession and to insure it in return transit. This course is not credited as a laboratory science at Ohio University. Credit, three semester hours. VERMILLION.

4. GENERAL BOTANY. This course includes a survey of both the lower and higher forms of plant life, with emphasis on structure and methods of reproduction within the fungi, algae, mosses, ferns, and flowering plants, and their economic importance in human welfare. A student must have access to a microscope (see course description above). This course is not credited as a laboratory science at Ohio University. Prereq., 3. Credit, three semester hours. (Available September 1, 1958) VERMILLION.

133. **NATURE STUDY.** A course designed to develop in the student an awareness, an understanding, and an appreciation of living things which he commonly finds about him. Emphasis is also placed upon materials and methods that will be of use to teachers. By correspondence only. Credit, three semester hours. VERMILLION.

BUSINESS LAW—See Commerce

CHEMISTRY

1. **GENERAL CHEMISTRY.** Fundamental course in college chemistry. This course is not credited as a laboratory science at Ohio University, unless the student earns one additional hour's credit on the campus in laboratory regularly scheduled for the course. Credit, three semester hours. HUNTSMAN.

2. **GENERAL CHEMISTRY.** Continuation of Chemistry 1. This course is not credited as a laboratory science at Ohio University, unless the student earns one additional hour's credit on the campus in laboratory regularly scheduled for the course. Prereq., 1. Credit, three semester hours. HUNTSMAN.

113. **ORGANIC CHEMISTRY.** This is a short non-laboratory course in the fundamentals of organic chemistry. The work is adapted for students planning to take home economics, medical technology, or pre dental courses. Prereq., 2 or 4. Credit, three semester hours. HUNTSMAN.

CIVIL ENGINEERING

120. **APPLIED MECHANICS (STATICS).** Laws of equilibrium of forces; friction; centroids and moment of inertia. Prereq., Math 101 or with Math. 101. Not open to students regularly enrolled at Ohio University. Credit, three semester hours. BADGER.

121. **APPLIED MECHANICS (DYNAMICS).** Motion of a particle and of rigid bodies. Work and energy; impulse and momentum. Prereq., 120. Not open to students regularly enrolled at Ohio University. Credit, three semester hours. BADGER.

CLASSICAL LANGUAGES

Greek

1. **BEGINNING GREEK.** An introduction to the rudiments of the language including fundamental grammatical principles, pronunciation, and a working vocabulary. There is emphasis also upon the Greek element in English. In order to do these courses successfully by correspondence, a student should have studied some Latin. Credit, four semester hours. MURPHY.

2. **BEGINNING GREEK.** A continuation of Greek 1. Prereq., 1. Credit, four semester hours. MURPHY.

Latin

1. **BEGINNING LATIN.** An introductory course leading to the reading of easy Latin stories of history and mythology and designed as preparation for Latin 2. Credit, four semester hours. MURPHY.

2. **BEGINNING LATIN.** The early part of the course consists of easy narrative dealing with mythology and Roman history followed by selections from Caesar's *Gallie War*. There is considerable review of fundamentals. Prereq., 1, or one year of high school Latin. Credit, four semester hours MURPHY.

102. **VERGIL.** A considerable portion of the first six books of Vergil's *Aeneid* is read. The course is designed with a view to an understanding and appreciation of Vergil's great epic and to a wider knowledge of mythology, as well as to growth in the study of Latin. Some attention is given to the meter of Latin epic. Prereq., 2 or three years of high school Latin. Credit, four semester hours. MURPHY.

123. **CICERO'S ORATIONS.** Some of the introductory lessons include translations from Caesar's *Gallie War*. Selected orations. In general an effort is made to provide an adequate review as well as to develop progress in reading a new author. Prereq., 2 or two years of high school Latin. (Students whose Latin 2 is not fresh should take Latin 127.) By correspondence only. Credit, four semester hours. MURPHY.

127. **CLASSICAL LATIN PROSE.** A course for those who have had two or more years of high school Latin, or an equivalent amount of college Latin (six semester hours of first and second semester Latin). Those who desire a thorough review of Latin grammar are to register for three hours credit. Those who are at home in the essentials of Latin grammar, including the uses of the infinitive and subjunctive, the gerund and gerundive, may register for only two hours credit. All students are to read the *Res Gestae* of the Emperor Augustus and selected *Lives* of Nepos. Students who had their preparatory Latin some time ago may, by taking the three-hour version of this course in place of Latin 2, get both review and advanced work. The two-hour version is suitable for any student who has not read the authors specified. Credit, two or three semester hours. MURPHY.

COMMERCE

Accounting

75. **ELEMENTARY ACCOUNTING.** The fundamental principles of accounting theory and practice as they affect corporations, partnerships, and proprietorships. The entire cycle of bookkeeping procedure. Credit, three semester hours. BECKERT.

76. **ELEMENTARY ACCOUNTING.** Ledger organization, expense controls, controlling accounts, and cost records with a discussion of exceptions and alternative methods constitute the work of this course. Prereq., 75. Credit, three semester hours. BECKERT.

125. **INTERMEDIATE ACCOUNTING.** Preparation and analysis of accounting statements; special problems in accounting for current fixed and intangible assets, for liabilities, and for corporate net worth; funds and reserves, and investments. Prereq., 76. Credit, three semester hours. BECKERT.

126. **INTERMEDIATE ACCOUNTING.** Continuation of Accounting 125. Credit, three semester hours. BECKERT.

175. **COST ACCOUNTING.** Manufacturing cost determination under the job-order and process systems. Prereq., 125, or 76 and permission. Credit, three semester hours. BECKERT.

217. **TAX ACCOUNTING.** Beginning study of Federal income taxes and State taxes for individuals, partnerships, and corporations. Prereq., 125. Credit, two semester hours. (Available October 1, 1958.) McLAREN.

261. **TEACHING OF BOOKKEEPING AND BASIC BUSINESS.** This course is intended for teachers or prospective teachers of bookkeeping and social business subjects in junior and senior high schools. Consideration is given to the objectives in bookkeeping, junior business training and commercial arithmetic courses, the place of such courses in the junior and senior high schools; the amount of time to be devoted to the subject. Methods of conducting recitations, grading, keeping records, examination, and standards will be considered. Prereq., six hours of accounting. Credit, two semester hours. BECKERT.

343. **FEDERAL INCOME TAX ACCOUNTING.** Study of advanced tax problems of individuals, partnerships, and corporations including tax planning and administration. Prereq., 217. Credit, two semester hours. (Available October 1, 1958.) McLAREN.

356. **AUDITING PRINCIPLES AND PRACTICE.** Purposes and scope of audits and examinations; audit principles and procedure; application of audit principles to practice material; and audit reports and certificates. Prereq., 126 and 175. Credit, three semester hours. BECKERT.

Advertising

155. **ADVERTISING PRINCIPLES.** A survey course covering the chief principles, problems, and practices in the field of advertising. The emphasis is on the aspects of the subject which are of greatest use to general business men, but it is sufficiently complete to serve as an introductory course for those intending to do more work in the field and prepare themselves for a career in advertising. Prereq., Marketing 155 or permission. Credit, three semester hours. TURNBULL.

Business Law

255. **BUSINESS LAW.** The principles of law involved in contracts, agency, and sales. Prereq., Junior or Senior Rank. Credit, three semester hours. WILLIER.

256. **BUSINESS LAW.** Continuation of Business Law 255. The principles of law involved in negotiable instruments, partnerships, and corporations. Prereq., 255. Credit, three semester hours. WILLIER.

275. GOVERNMENT AND BUSINESS. The methods used by government to control, regulate, and aid business. Particularly a study of the anti-trust, unfair competition, and patent laws. Prereq., 255. Credit, three semester hours. WILLIER.

Economics

101. PRINCIPLES OF ECONOMICS. An introduction to economics for university students and the general reader. Emphasizes the following theoretical material: production, consumption, distribution, and experiments. Credit, three semester hours. PICARD.

102. PRINCIPLES OF ECONOMICS. An introduction to economics for university students and the general reader. An effort is made to present the chief economic problems: money and banking, business cycles, credit, international economics relations, government and taxation, and economic control. Prereq., 11 or 101. Credit, three semester hours. PICARD.

309. PUBLIC UTILITIES. The economic basis of the public utility concept and its relation to business organization. The nature, scope, development, legal organization and regulation of public utilities. Prereq., Principles of Economics. Credit, three semester hours. (Available June 1, 1958.) PICARD.

315. PUBLIC FINANCE. Today, the federal, state, and local governments of the United States are the most important areas of economic interests to the American citizen. Government is providing an increasing amount of services for business and individuals and is also demanding greater taxes. This course is a summary of the spending and revenue programs of government as well as an analysis of government borrowing. The following topics are covered: financing of education, financing of roads, financing of defense, financing of relief, and related subjects. This course also considers the legal and economic aspects of the various taxes levied by federal, state, and local governments. Prereq., Principles of Economics. Credit, three semester hours. PICARD.

335. LABOR ECONOMICS. A general survey of labor problems which are relevant to the modern industrial economy of the United States. Among the topics considered are: history of the labor movement in this country; status of organized labor at the present time; collective bargaining; organized labor and political activity; important federal legislation dealing with labor (i.e., The Wagner Act and the Taft-Hartley Act); wages; and worker security against unemployment due to depression, disability, and discrimination. Prereq., 12 or 102 or permission. Credit, three semester hours. CREWSON.

Finance

101. FINANCIAL INSTITUTIONS. Commercial banking, consumer credit, long-term funds for business, security exchanges, savings institutions, insurance, investment companies, urban real estate financing, farm credit, and the Federal Reserve System. Prereq., Econ. 12 or 102. Credit, three semester hours. (Available June 1, 1958.) DAWSON.

121. CORPORATION FINANCE. Stocks and bonds, financing industrial, public utility and railroad companies, investment banking, securities markets, short-term financing, dividend policies, expansion and combination, refinancing, recapitalization, and reorganization. Prereq., Econ. 101 and Acct. 76. Credit, three semester hours. DAWSON.

341. MONEY AND BANKING. The basic concepts of money, credit, and exchange with emphasis on bank credit expansion by the Federal Reserve and commercial banks, and a study of monetary policies followed by the Federal Reserve and Treasury. A historical study of the development of the monetary system of the United States. Prereq., Econ. 101. Credit, three semester hours. DAWSON.

Management

3. INTRODUCTION TO BUSINESS. A survey of the operations of business, large and small, in our capitalistic system, with observations of the changes taking place in our free enterprise society. An understanding of the technical language of industry and the development of the vocabulary of business and business terms. Not open to upperclassmen pursuing the Bachelor of Science in Commerce degree. Credit, three semester hours. BECKERT.

211. INDUSTRIAL MANAGEMENT. The principles of the organization and the management of industrial enterprises, the management movement, and the newer principles and practices in functional factory organization. Prereq., Economics 12, Economics 102. Jr. rank, or permission. Credit, three semester hours. HELLEBRANDT.

312. ADMINISTRATION OF PERSONNEL. A comprehensive survey of the principles of management personnel in business, industry, and other institutions. Among the subjects treated are selection, placement, manpower, management, promotion, transfer and other similar topics. Case analysis will be used to supplement text material. Prereq., Economics 102. Credit, three semester hours. HELLEBRANDT.

Marketing

155. MARKETING PRINCIPLES. This course is devoted to a study of the principles, methods, and policies of marketing consumers' goods and industrial goods. It will involve a detailed study of the different marketing institutions and of the marketing functions performed by these institutions. Credit, three semester hours. PAYNTER.

276. SALES MANAGEMENT. Principles and problems in the administration and operation of the sales forces of wholesalers and manufacturers of products and services with special emphasis upon study of the market, detailed sales planning, and control. Both descriptive text material and case studies are used. Prereq., 155. Credit, two semester hours. RAYMOND.

Secretarial Studies

15. BEGINNING TYPEWRITING. Development of basic skill in the operation of the typewriter and application of this skill to the more common typing practices. Achievement standard 30 words per minute. Prereq., not open to those who have had high school typewriting. Credit, two semester hours. MURRELL.

16. INTERMEDIATE TYPEWRITING. Development of further basic skills in the operation of the typewriter and quantity production of business forms. Achievement standard—45 words per minute. Prereq., 15, with a scholastic average of 2.0; or permission based on presentation of high school transcript. Credit, two semester hours. (Available June 1, 1958.) MURRELL.

31. BEGINNING SHORTHAND. (Simplified System of Gregg) Covers entire theory of Gregg Shorthand. Designed to give the student a working knowledge of the basic fundamentals; a knowledge of brief forms; and to develop good writing habits which lead to skill in taking dictation. Campus students must fulfill dictation speed requirement. Credit, three semester hours. VIA.

32. INTERMEDIATE SHORTHAND. (Simplified System of Gregg) A continuation of the work begun in Secretarial Studies 31. Skill in typewriting is presupposed. The course is designed to review the basic principles, and to further develop dictation skill. Campus Students must fulfill dictation speed requirement. Prereq., 31. Credit, three semester hours. VIA.

Statistics

255. BUSINESS STATISTICS. The nature of numerical business data and of statistical procedures. Collection, classification, tabular and graphic presentation of statistical information. Computation and interpretation of rates, ratios and percentages. Measures of central tendency; arithmetic mean, median, mode, geometric and harmonic means. Measurements of dispersion, the quartiles and other positional values, average deviation, standard deviation. Elements of the normal curve. Construction or interpretation of index numbers. Current indexes of prices or business activity. Credit, three semester hours. SOLTOW.

256. BUSINESS STATISTICS. Analysis of time and series data. Nature and analysis of economic and business trends. Measurement of and adjustment for seasonal variations. Measurement and importance of the business cycle. Correlation analysis. Detection and measurement of relationships between statistical series by means of the scatter diagram and the estimating equation. Sampling theory, reliability and significance of sampling. Reliability of predictions based on observed correlation. Brief consideration of more advanced techniques of correlation, and the statistical approach to budgeting and forecasting. Prereq., 255. Credit, three semester hours. SOLTOW.

ECONOMICS—See Commerce

EDUCATION

History of Education

350. THE HISTORY OF EDUCATION. This course deals with the major problems in education. The period covered is from primitive man to the present. The problems which are considered in their historical setting include such aspects of education as the following: the aims of education; the curriculum; methods of instruction; philosophies of education; educational psychology; elementary, secondary, and higher education; and the professional preparation of teachers. Prereq., 6 hours education and Psychology 5. Credit, three semester hours. SHOEMAKER.

Elementary Education

102. LITERATURE FOR CHILDREN. The traditional and modern children's literature surveyed in this course includes animal stories, biographies, realism, folk tales, modern fantasy, poetry, and information-type books. Special emphasis is placed on practical experiences with children and their books. Credit, three semester hours. SHRIGLEY.

103. STUDIES OF CHILDREN. This course is designed to help teachers understand children by studying the growth sequences from birth through adolescence; influences affecting growth; techniques of studying children; explanatory principles of behavior. The student is expected to observe a child or a group of children for several weeks during the course. Credit, three semester hours. QUICK.

125. THE PURPOSES AND PRACTICES OF EDUCATION. An introductory survey of the American school system from kindergarten to college with chief emphasis on elementary education. Objectives, organization, personnel, and curriculum as they are related to teaching are the major topics. Prereq., sophomore rank or permission. Credit, three semester hours. LYNN.

Secondary Education

Students desiring to obtain an Ohio Teaching certificate may complete for credit by correspondence not more than one of the two courses in secondary education.

130. SECONDARY EDUCATION. This course deals with the following aspects of secondary education: historical development and comparative status, objectives, curricular organization, guidance, organization and administration. Prereq., Psych. 5 and sophomore. Credit, three semester hours. SHOEMAKER.

229. CURRICULUM AND TEACHING PRACTICES. Improving teaching-learning situations through increased understanding of and ability to apply basic ideas of good teaching and learning. Topics for consideration will include how learning takes place, organizing for learning, curriculum practices, guiding individual and group learners, using resources, and evaluating progress. Prereq., Ed. 130. Credit, four semester hours. (Available Sept. 1, 1958.) ROBERTS.

Library Science

291. THE SCHOOL LIBRARY. Gives the student a knowledge of the essentials of library service sufficient for organizing and operating a library in a high school or combined school. Emphasis is placed upon practical methods and basic materials, procedures for selecting and ordering books, and a system for arranging books and making them available under the most effective conditions studied. Lessons are illustrated by reference to actual practice in libraries. Students are requested to visit school libraries and public libraries to become more familiar with many details of the course. Prereq., junior or senior rank, or permission. Credit, three semester hours. LINNENBRUEGGE.

Teaching Techniques

See Acct. 261, Eng. 264, Hist. 269 (Social Studies), Ind. A. 260, Math. 286, P.E. 269, and P.E. 270, in addition to the following courses.

163. TEACHING READING AND LANGUAGE. A first course covering the materials, content, and methods of teaching in the language arts program in the elementary school. The receptive and expressional phases of the program constitute the course. Students must have access to children's materials and school situations in order to profit most from the study. The course is intended both for teachers and for students preparing to enter teaching. Credit, three semester hours. PLOGHOFT.

163p. TEACHING ARITHMETIC IN THE PRIMARY GRADES. A practical course for teachers in grades 1, 2, and 3, for elementary supervisors, and for those who plan to occupy such positions. The course includes the development of number understanding, the place of arithmetic in the primary grades, and the teaching of addition, subtraction, multiplication, and division. Attention is also given to Roman numerals, measures, fractions, problem solving, and the course of study. The results of experimental studies and of recent developments in educational psychology are incorporated. By correspondence only. Credit, three semester hours. MORTON.

163g. TEACHING ARITHMETIC IN THE INTERMEDIATE GRADES. Methods of presenting the subject matter of the arithmetic curriculum in grades 4, 5, and 6. The course presents the best methods of teaching common and decimal fractions, the elements of percentage, denominate measures, the elements of mensuration, and problem solving, as well as the four fundamental operations with whole numbers. By correspondence only. Credit, three semester hours. MORTON.

165. TEACHING OF ARITHMETIC IN THE ELEMENTARY SCHOOL. In this course consideration is given to the curriculum in each of the grades from 1 through 8. Methods of presenting the material are discussed in some detail. This is the same course that is offered on the campus and in the Branches. Credit, three semester hours. BENZ.

169. TEACHING SOCIAL STUDIES AND SCIENCE IN THE ELEMENTARY SCHOOL. A study of the organization of content, learning activities, and interrelationships of social studies and the biological and physical sciences on the elementary school levels. The course is approached from the point of view of separate subjects and from that of discovering natural relationships. The school is represented in its relationships with and in the community. Credit, three semester hours. **SHUSTER.**

263. TEACHING ARITHMETIC IN THE UPPER GRADES. Theories of arithmetic instruction, the number system, diagnostic and remedial teaching, the arithmetic of daily living, measurement, mensuration and intuitive geometry, the elements of algebra, and the selection of arithmetic textbooks. Adapted to the work of grades 6, 7, and 8. Credit, three semester hours. **MORTON.**

ENGINEERING DRAWING

1. ENGINEERING DRAWING. A course designed with the objective of presenting to the student the fundamental theories and accepted practices (techniques) used in engineering drawing. The following specific units are studied: freehand lettering, use of instruments, freehand drafting, orthographic projection, dimensioning, auxiliary and sectional views, inking, tracing (pencil & ink), and assembled sectional views. Credit, two semester hours. **SARCHET.**

2. ENGINEERING DRAWING. A continuation of Engineering Drawing 1 that presents the following specific units: pictorial drawing with special emphasis on oblique and isometric, developments, intersections, screw threads and fastenings, working drawings, tracings, and blue prints. Prereq., 1. Credit, two semester hours. **SARCHET.**

ENGLISH

3. ENGLISH COMPOSITION. A course in the fundamentals of composition, the structure of the paragraph, and the writing of exposition. The mechanics of writing are stressed throughout the course. Credit, three semester hours. **KNECHT.**

4. ENGLISH COMPOSITION. This course places emphasis on the study of models of description and narration. Practice will be given in writing narratives of simple experiences and in informal essays. Readings in poetry, short story, the novel, and plays. Prereq., 3. Credit, three semester hours. **FOSTER.**

101. SOPHOMORE ENGLISH LITERATURE. This course is devoted to a study of English literature from Anglo-Saxon times to the end of the eighteenth century, with particular emphasis on such major writers as Chaucer, Spenser, Shakespeare, Milton, Dryden, Swift, Johnson. Two Shakespearean plays are read. Prereq., 4. Credit, three semester hours. **BROWN.**

102. SOPHOMORE ENGLISH LITERATURE (II). A survey of English literature of the Eighteenth and Nineteenth centuries, including Pope, Swift, Dryden, major Romantic and Victorian poets and a Nineteenth Century prose writer. Prereq., 4. Credit, three semester hours. HAND, PICKARD.

111. THE CHIEF AMERICAN WRITERS (I). A study of representative material, prose and poetry, selected from Franklin, Frenau, Irving, Cooper, Bryant, Emerson, Thoreau, Hawthorne, Edwards. Prereq., 4. Credit, three semester hours. FOSTER.

112. THE CHIEF AMERICAN WRITERS (II). A continuation of English 111. Emphasis is placed upon the writings of Holmes, Whittier, Lowell, Melville, Whitman, Lanier, Emily Dickinson, Mark Twain, Howells, James, Adams, Stephen Crane, O'Neill, Robinson, and Frost. Prereq., 4. Credit, three semester hours. KNECHT.

251. SHAKESPEARE. Shakespeare's principal plays. A study of Shakespeare's life and times, and a reading, mainly for enjoyment, of at least two plays in each period of his development as a dramatist. Prereq., 4. Credit, three semester hours. By correspondence only. FOSTER.

262. THE CONTEMPORARY ENGLISH AND AMERICAN NOVEL. This course is designed to develop the student's enjoyment and understanding of the best in modern fiction. Novels to be read represent the work of such British writers as Galsworthy, Woolf, Maugham, Huxley; such American writers as Lewis, Fitzgerald, Wolfe, Dos Passos, Farrell, Hemingway, Faulkner; and a selection from the most significant fiction of recent seasons. Prereq., 4. Credit, three semester hours. STONE.

264. TEACHING OF ENGLISH IN THE JUNIOR AND SENIOR HIGH SCHOOL. A course designed to assist high school teachers in the preparation of poetry, drama, the novel, and the short story, and both the form and content of composition. A review of grammar is also included and incorporated in the final examination. Prereq., English 4. Credit, three semester hours. WRAY.

285. THE BIBLE AS LITERATURE (I). A study of the early narratives and prophecies of the Old Testament as masterpieces not only of world literature but of English literature. Prereq., 4. Credit, three semester hours. FOSTER.

286. THE BIBLE AS LITERATURE (II). The King James version of the later prophetic and poetic books of the Old Testament, of the proverbs and essays, of the sayings and parables of Jesus, and the letters of St. Paul are read as living literature. Prereq., 4. Credit, three semester hours. FOSTER.

290. CREATIVE WRITING. The course is designed to develop the student's capacity to understand and record his experience, to introduce him to various writing techniques, and to stimulate his particular interests and aptitudes. Prereq., 4, and permission (to be secured by submitting a brief autobiographical sketch). Credit, three semester hours. ANEY.

FINANCE—See Commerce

GEOGRAPHY AND GEOLOGY

Geography

150. GEOGRAPHY AND ENVIRONMENT. A study of the interrelationships between man and environment. A variety of environmental settings are to be found in the world due to variations in climate, landforms, soils, and the like. Descriptions of and explanations for these variations are followed by a consideration of their effect on man's distribution and activities. A brief consideration of such fundamentals as latitude, longitude, time, and maps is included. Not open to those who have had Geog. 3 or 4. Credit, three semester hours. KORSOK, LEHRER.

GERMAN

101. INTERMEDIATE GERMAN. Modern German stories of intermediate difficulty will be read to increase your vocabulary and to develop your ability to read with comprehension. Prereq., 2. Credit, three semester hours. KRAUSS.

102. INTERMEDIATE GERMAN. In this course, a continuation of Intermediate German 101, you will read two modern works, Hoehensonne and Jacobowsky und der Oberst. Prereq., 101. Credit, three semester hours. KRAUSS.

103. READINGS IN CHEMICAL GERMAN. A reading course designed to develop your vocabulary of German chemical terms and to develop your ability to read with comprehension. Prereq., 2 or 2 years high school German. Credit, three semester hours. KRAUSS.

105. READINGS IN MEDICAL GERMAN. A reading course designed to increase your vocabulary of German medical terms and to develop your ability to read with comprehension. Prereq., 101 or 3 years high school German. Credit, two semester hours. KRAUSS.

320. THE GERMAN SHORT STORY (1850-1900). A reading course of representative stories by Hauff, Storm, Stifter, Keller, and Meyer. Prereq., 102. Credit, two semester hours. KRAUSS.

GOVERNMENT

1. **AMERICAN GOVERNMENT.** The National Government of the United States. Origin of the Federal Government, the national party system, powers and duties of the departments, independent and emergency services, effects of pressure groups, and changing relations of national government to the states and to the people. Not open to juniors or seniors. Credit, three semester hours. COLLINS.

2. **AMERICAN GOVERNMENT.** The state and local governments. The constitutional position of the states, organization and administration of state and local governments, interstate relations, federal aid to states, responsibility of citizens, and state and local contributions to the welfare of the people. Not open to juniors or seniors. Credit, three semester hours. COLLINS.

101. **COMPARATIVE GOVERNMENT.** A study of European systems of government with primary emphasis on Great Britain and Germany. For comparative purposes, a brief study of a Far Eastern government is included. Topics considered include organization, representation, political parties, social and economic factors influencing the governmental process. Prereq., 1. Credit, three semester hours. ELSBREE.

203. **MUNICIPAL GOVERNMENT AND ADMINISTRATION.** A study of the functions of city government, municipal elections and the role of the city council; an analysis of the administrative problems of city government; personnel, finance, police, zoning, and regulation of public utilities. Prereq., 6 hours. Credit, three semester hours. COLLINS.

216. **INTERNATIONAL RELATIONS.** Basic factors involved in world politics, including the modern state system, nationalism, and militarism; the evolution of international relations; forces and conditions affecting these relations; efforts toward world political order; and the formulation of national foreign policies. Prereq., Govt. 1 and Hist. 2; or Hist. 1 and 2. Credit, three semester hours. EVERETT.

GREEK—See Classical Languages

HEALTH—See Physical Education

HISTORY

1. **WESTERN CIVILIZATION IN MODERN TIMES.** An introductory course in modern European history, covering the period from the fifteenth century to the defeat of Napoleon at Waterloo in 1815, which aims at providing the essential knowledge for an intelligent understanding of contemporary problems. Beginning with the changing outlook of man in the Renaissance, the course traces the rise of national estates, the Protestant Reformation, European expansion, the origins of capitalism, dynastic rivalries and power politics, the growth of royal absolutism, cultural and intellectual movements, and the French Revolution and Napoleonic era. Credit, three semester hours. MAYES.

2. **WESTERN CIVILIZATION IN MODERN TIMES.** European postwar problems following the defeat of Napoleon; modern imperialism in Africa and Asia; emergence of nationalism and liberalism; labor movements and socialism; twentieth century power politics, secret diplomacy, alliances; World War I, the League of Nations, the spread of communism and its challenge to the western democracies; Hitler, Mussolini, World War II, and efforts toward world organization for peace. Credit, three semester hours. CADY.

101. **HISTORY OF THE UNITED STATES TO 1865.** A general survey course. Credit, three semester hours. DANIEL.

102. **HISTORY OF THE UNITED STATES SINCE 1865.** Reconstruction, social and intellectual conditions, agrarian unrest, rise of large corporations and their regulation, tariff policies, the Spanish-American War, drift toward imperialism and world power, reform movements from the Muckrakers through the New Deal, world wars and attempts at world government, conflicting ideas and ideologies. Credit, three semester hours. LOBDELL.

105. **HISTORY OF OHIO.** A survey course covering its geography and natural resources, government, political history and social and economic development to the present time. Credit, three semester hours. Prepared to meet the needs of teachers of the History of Ohio. MORRISON.

110. **THE OLD SOUTH.** A study of the plantation regime in the United States, with emphasis on the daily life on the various types of plantations. Credit, three semester hours. MORRISON.

111. **THE NEW SOUTH.** Social, economic, and political life since 1865, rural conditions, industrial development, labor conditions, the problem of white and black, educational progress, the Solid South in politics, the South today. Credit, three semester hours. MORRISON.

240. **HISTORY OF CANADA.** The course gives an introduction to the geography and natural resources of Canada and indicates developments in its economic and social life at home and abroad. It is planned to give to Americans an acquaintance with their neighboring state to the North. Credit, two semester hours. MORRISON.

250. **THE FAR EAST.** This study concerns the modern history of China and Japan. The following topics are among those considered: characteristic aspects of Oriental civilization; the nature of the Western impact on the political and culture tradition of China and Japan; the varying adjustments made by China and Japan; industrial and imperialistic trends in Japan; revolution in 20th Century China; the genesis of Japan's Far Eastern War of 1937-45; postwar problems of U. S. foreign policy in the area. Credit, three semester hours. CADY.

269. **TEACHING OF THE SOCIAL STUDIES IN JUNIOR AND SENIOR HIGH SCHOOLS.** The nature, development, purpose, and value of the social studies, with emphasis on methods and techniques of instruction in this field. Problems of curriculum reorganization, unit planning, materials of instruction, and evaluation. Prereq., 12 hours social sciences. Credit, two semester hours. ROBERTS.

325. **THE WESTWARD MOVEMENT.** The expansion of settlement from the Atlantic Coast to the Pacific. Explorations, Indian trade, land policies, pioneer life, territorial acquisitions and state making, trails and railroads to the Far West, rise of cowboy land, types of later frontiers, and influence of the West upon American ideas and institutions. Prereq., 6 hours. Credit, three semester hours. STEVENS.

368. **EUROPE FROM 1870 TO 1919.** The development of England, France, Germany, Russia, and Danubia; a study of the historical setting for an era of social upheaval and World Wars. Prereq., 6 hours. Credit, three semester hours. By correspondence only. GUSTAVSON.

370. **EUROPE BETWEEN WORLD WARS.** Primarily a study of the long armistice between the two world wars. Rise of Communism and Fascism, attempts at world organization, and prelude to World War II. Prereq., 6 hours. Credit, three semester hours. GUSTAVSON.

375. **HISTORY OF RUSSIA.** A brief survey of Russian development prior to the twentieth century, followed by a more intensive study of the rise of Communism, its transformation of Russian economy and society, and its repercussions on the outside world. Prereq., 6 hours. Credit, three semester hours. GUSTAVSON.

HOME ECONOMICS

7. **THE HOME AND ITS FURNISHINGS.** The home and its furnishings considered in relation to artistic, economic, and social factors affecting choice. Credit, three semester hours. MAKROCZY.

110. **TEXTILES.** A basic course to help the consumer know, buy, and care for the textile in the products she uses. Credit, two semester hours. COWAN.

125. **FAMILY NUTRITION.** A study of the relationship of nutrition to growth, development and maintenance of health in all age groups. Included are studies of food as sources of nutrients, the functions of the various nutrients in the body, the influence of method of preparation and processing upon nutritive value and the planning of meals that are appealing and well-balanced. Objectives include the improvement of the student's food habits and general health. Prereq., Home Ec. 2, Foods, Nutrition and Meal Planning. Credit, three semester hours. LEWIS.

INDUSTRIAL ARTS

260. **TEACHING OF INDUSTRIAL ARTS.** This course offers the prospective industrial arts teacher a chance to construct lesson plans, instruction sheets, progress charts, and personnel organization charts. It offers suggestions for the care of the tools in the laboratory. Special attention is given to safety in the school shop, and to the preparation and scoring of tests and the grading of shop projects. Prereq., 12 hours industrial arts. Credit, three semester hours. KINISON.

309. ADMINISTRATION OF THE GENERAL SHOP. This course is a study of industrial arts when organized as multiple activities and taught in a general shop. It covers how to organize and present the subject matter of the most common manipulative areas, the selection and requisitioning of supplies and equipment, the planning and arrangement of a shop according to accepted principles of school shop planning, the storage problems of tools, supplies and projects, shop safety, the personnel organization, and educational materials for a shop library. Prereq., 12 hours. Credit, three semester hours. PAIGE.

326. HISTORY OF INDUSTRIAL AND VOCATIONAL ARTS. A study of the development of industrial arts and industrial vocational education from their earliest beginnings down to the present. Some special consideration is given to federal legislation regarding these areas of education, and their administration in the state of Ohio. Credit, three semester hours. CALVIN.

JOURNALISM

322. FEATURE AND MAGAZINE WRITING. A study of feature articles for newspapers and magazines is followed by the writing of articles and their submission to editors. Major phases: discovering ideas and materials, article structure and style; illustration, preparing and marketing manuscripts. Prereq., 107 or permission. Credit, three semester hours. BAIRD.

323. ADVANCED FEATURE AND MAGAZINE WRITING. Writing of feature articles is done for submission to editors. Manuscripts criticized by instructor for salability of the idea, structure, style, illustration, format, content, conformance to needs of the market, research techniques. Prereq., 322 or permission. Credit, two semester hours. BAIRD.

LATIN—See Classical Languages

MANAGEMENT—See Commerce

MARKETING—See Commerce

MATHEMATICS

1. ELEMENTARY ALGEBRA. A beginning course in algebra designed for students who have had no algebra in high school. The topics ordinarily considered in a year of algebra in high school are studied in this course. This course shall not count toward graduation either in hours or points, effective with the opening of the first semester of the 1958-59 school year. Credit, three semester hours. JASPER.

2. PLANE GEOMETRY. A beginning course in plane geometry designed for students who have had no geometry in high school. The work ordinarily done in a year in high school is done in this course. Prereq., 1 or 1 year high school algebra. This course shall not count toward graduation either in hours or points, effective with the opening of the first semester of the 1958-59 school year. Credit, three semester hours. SPRING.

3. **INTERMEDIATE ALGEBRA.** A thorough treatment of basic algebraic operations, including the solving of linear and quadratic equations. For students desiring a stronger background in algebra or wanting a refresher course before taking Mathematics 5. Prereq., 1 or 1 year high school algebra. Credit, three semester hours. JASPER.

4. **SOLID GEOMETRY.** The geometry of planes, cylinders, cones, polyhedrons, and spheres. Mensuration formulas are also studied. Prereq., 2 or 1 year high school geometry. Credit, two semester hours. JASPER.

5. **FRESHMAN MATHEMATICS.** Students who have satisfactorily completed one year each of algebra and geometry are prepared for this course. This course contains material basic in the preparation of scientists, engineers, mathematicians, and is accepted in partial fulfillment of the requirements for certification for high school teachers of mathematics. The topics considered are: the rectangular coordinate system, functions and their graphs, linear equations, inequalities, loci, quadratic equations in two unknowns, the binomial theorem, logarithms, the trigonometric functions of two angles, the oblique triangle, the inverse trigonometric functions. Prereq., 2 or 1 year high school algebra and one year plane geometry. However, students who feel that they need a better background for Mathematics 5, should consider taking 3 also as a prerequisite. Credit, five semester hours. MARQUIS.

6. **ANALYTIC GEOMETRY AND CALCULUS I.** A study of the analytic geometry of plane loci in rectangular coordinates with emphasis on the straight line, combined with an elementary treatment of the differential and integral calculus of algebraic functions with applications. Prereq., 5, or college algebra and trigonometry. Credit, five semester hours. BUTNER.

34. **MATHEMATICS OF FINANCE.** The course covers simple and compound interest, annuities, sinking funds, depreciation, bond evaluation, and the elementary theory of life insurance. The course provides a source of practical problem material and a field for the application of elementary algebra. Prereq., 2 or 1 unit each of high school algebra and geometry. Credit, three semester hours. MARQUIS.

56. **PLANE TRIGONOMETRY.** The definitions of the trigonometric functions and the relations among them; the addition theorems, functions of the double and half angles; computations with logarithms and the solutions of the oblique triangles. Prereq., a course in college algebra or equivalent. Credit, two semester hours. By correspondence only. BUTNER.

101. **ANALYTIC GEOMETRY AND CALCULUS II.** This course follows Mathematics 6, Analytic Geometry and Calculus I. Among the topics considered are: the conics; differentiation of trigonometric, inverse trigonometric, and exponential and logarithmic functions; polar coordinates; curvature; indeterminate forms; integration. This course is part of the basic mathematical training required of engineers. It forms a part of the mathematical training of students of the physical sciences and of teachers of mathematics, and might well form a part of the training of the general college student. Prereq., 6. Credit, four semester hours. (Available September 1, 1958.) MARQUIS.

102. ANALYTIC GEOMETRY AND CALCULUS III. Integration as the inverse of differentiation, the technique of integration, the integral as a limit of a sum, the definite integral, and a short study of the simpler types of differential equations, partial derivatives, and infinite series. Prereq., 101. Credit, four semester hours. GOEDICKE.

104. COLLEGE GEOMETRY. Fundamentally, this course is an extension of the material ordinarily covered in the high school course in plane geometry. It is, therefore, of interest to teachers of geometry and the general student of mathematics. The topics considered are: loci; similar and homothetic figures; medians, altitudes, bisectors of the triangle; the theorems of Menelaus and Ceva; problems of construction; methods of solving geometric problems; the nine-point circle. The content is entirely concerned with plane geometry. Prereq., 6. Credit, three semester hours. MARQUIS.

107. ELEMENTARY STATISTICS. The basic theory and methods used in widely different fields: histograms; ogives; basic probability theory; normal curve; curve fitting; sampling theory; correlation and regression theory; statistical hypotheses. Prereq., 5 or 9, or a "C" in 3. Credit, three semester hours. GOEDICKE.

268. TEACHING OF MATHEMATICS IN HIGH SCHOOL. An analysis of the basic ideas of algebra and geometry. Discussion of problems and methods of presenting these subjects to high school students. Prereq., Mathematics 6 and Psychology 5. Credit, three semester hours. FISHBACK.

MUSIC

123. HISTORY OF MUSIC. This course deals with the history of musical expression from primitive times covering the Greek and Roman period; early Christian music; polyphony; beginnings of opera, oratorio, and orchestra; and the period of Classicism. The course is designed to give the student an intimate acquaintance with music through study of forms of expression, instrumental and vocal, and the study of artists and their historic background. Not open to students who have credit in Music 5. Credit, three semester hours. MORLEY.

124. HISTORY OF MUSIC. This course includes an intensive study of the great musicians in Europe, and their contributions to the development of music during the nineteenth and first half of the twentieth centuries. It includes, also, a study of the development of music in the United States and Latin America from early colonial times to the present. Prereq., 123. Credit, three semester hours. MORLEY.

PHILOSOPHY

110. INTRODUCTION TO PHILOSOPHY. This course considers what philosophy is, and its relation to other human interests; the present scholarly view of the universe, and of life; the nature of man, of mind, of knowledge, and of human freedom; and the fields of art, of morals, and of religion. It also explains and compares the main types of philosophy (naturalism, idealism, pragmatism, and realism), and concludes with the philosophy of history. Credit, three semester hours. GREAN.

201. ETHICS. An introductory course in which a critical examination is made of the reasons for considering some actions good and others bad. Attention is given to the motivation to moral action, free will, and the alternatives to tradition and personal advantage as grounds for morality. The main attempts in history to formulate a standard or ideal conception of right and wrong are reviewed. The course concludes with an examination of some present-day problems in social morality. Credit, three semester hours. WIEMAN.

PHYSICAL EDUCATION

102. PERSONAL AND COMMUNITY HEALTH. Provides a knowledge of the hygienic practices and an appreciation of the means whereby the health of the individual and of the group may be maintained. Credit, three semester hours. TREPP.

127. FIRST AID. The course is concerned with the treatment of emergencies and accidents in the home, on the street, in vocational pursuits, and on the athletic field. The new method of artificial respiration and first aid for civil defense is included. A course that a teacher will find helpful. No Red Cross certificate can be issued. Credit, two semester hours. LATOURRETTE.

152. KINESIOLOGY. A study of muscular actions in their relation to the problems of bodily development and efficiency. This course also deals with the common postural defects and the exercises for their treatment. By correspondence only. Credit, two semester hours. TREPP.

153. NATURE AND FUNCTION OF PLAY. The historical background, theory, need and administration of play, emphasizing play programs for schools, recreation centers, camps and clubs. Credit, two semester hours.

181. INTRAMURAL SPORTS. Current practices, ideals and methods of organizing and administering a program of intramural sports at all age levels. Credit, two semester hours.

269. TEACHING OF HEALTH. The content of the school health program with emphasis upon teacher-pupil relationship, school environment, accident prevention, and the instruction, principles and curricula used in presenting health information to students of the different school level. Credit, three semester hours. TREPP.

270. TEACHING OF PHYSICAL EDUCATION. A course dealing with objectives, methods and materials in physical education for elementary schools. Credit, one semester hour.

304. HISTORY AND PRINCIPLES OF PHYSICAL EDUCATION. Systems of physical education from the time of the Greeks and their effects on our present program; the principles underlying physical education in the modern program of education. Prereq., Zool. 133, and 134 or with 134. Credit, three semester hours.

306. ORGANIZATION AND ADMINISTRATION OF PHYSICAL EDUCATION. Typical methods of organizing and administering physical education, school and community health, recreation and athletics in elementary and secondary schools, private schools and colleges. Prereq., Junior or senior rank. Credit, two semester hours. **BILLINGSLEY.**

349. COMMUNITY RECREATION. A course for leaders and those interested in guiding leisure time programs. Topics include: brief history of the play movement, programs and program making; general administration of playgrounds and community centers and activities. Credit, three semester hours. **LA TOURRETTE.**

PHYSICAL SCIENCE

3. PHYSICAL SCIENCE. The objectives of this course are two in number (1) to give the thoughtful reader a reasonable understanding of those factors in the physical environment which influence civilization and (2) to encourage the reader to use his reasoning ability rather than to accumulate facts. Physical Science 3 deals with space and time, weather and climate, and topography (geology). This course may not be credited for a laboratory science at Ohio University. Students may earn the additional hour's laboratory credit on the Campus, and the course would then give credit as a laboratory science. If a student is interested in taking the laboratory work, he should write to the instructor regarding its availability. Credit, two semester hours. **PIERCE.**

4. PHYSICAL SCIENCE. The objectives of this course are two in number (1) to give the thoughtful reader a reasonable understanding of those factors in the physical environment which influence civilization and (2) to encourage the reader to use his reasoning ability rather than to accumulate facts. Physical Science 4 deals with selected portions of chemistry and physics. This course may not be credited for a laboratory science at Ohio University. Students may earn the additional hour's laboratory credit on the Campus, and the course would then give credit as a laboratory science. If a student is interested in taking the laboratory work, he should write to the instructor regarding its availability. Credit, two semester hours. **PIERCE.**

PHYSICS

5. INTRODUCTION TO PHYSICS. This is an introductory college physics course designed for premedical students, teachers, majors in architecture, geology, botany and other fields where a general knowledge of basic physical principles is desired. A knowledge of elementary algebra is assumed. About 20 percent of the exercises to be mailed in will consist of problems. The topics covered include the study of liquids, gases, molecular physics, forces, energy and simple machines, temperature and its measurement, and the properties of heat. This course is not credited as a laboratory science at Ohio University, unless the student earns one additional hour of credit in laboratory work appropriate for the course. Credit, three semester hours. **EDWARDS.**

6. **INTRODUCTION TO PHYSICS.** This course follows logically the above course, 5. It includes the study of sound, magnetism and electricity, light, atomic and nuclear physics. This course is not credited as a laboratory science at Ohio University, unless the student earns one additional hour of credit in laboratory work appropriate for the course. Credit, three semester hours. EDWARDS.

PSYCHOLOGY

1. **GENERAL PSYCHOLOGY.** An elementary, scientific study of the most significant facts and principles of mental life designed to prepare the student for further work in this field and for a better understanding of himself and others. Not open to juniors or seniors. Credit, three semester hours. SCOTT.

5. **EDUCATIONAL PSYCHOLOGY.** Some principles of heredity, maturation, individual differences, emotions, motivation, intelligence, as related to learning. Prereq., 1 or 101. Not open to juniors or seniors. Credit, three semester hours. BRADSHAW.

103. **CHILD PSYCHOLOGY.** A detailed study of the development of the child mind from birth through elementary school age. The nature and potentialities of the child at birth will be considered, the development of the senses, of motor, language and mental abilities, as well as social and emotional traits and attitudes. Prereq., 1 or 101. Credit, three semester hours. KLARE.

310. **MENTAL HYGIENE.** The Dynamics of Behavior Pathology: The integration and application of motivational, emotional, perceptual, and learning principles to maladjustments including psychoneurosis. Prereq., 9 hours. Credit, three semester hours. PATRICK.

312. **ABNORMAL PSYCHOLOGY.** The nature of the adjustments which man must make to live in the world today. The deviations which lead from the normal to the abnormal are pointed out in order that the student may recognize and understand the more common abnormalities and may, as far as possible, avoid developing such abnormalities himself. Prereq., 9 hours, or 6 hours and 6 hours zoology. Credit, three semester hours. SCOTT.

315. **SOCIAL PSYCHOLOGY.** A study of biological and social determinants of behavior; individual factors in social adjustments; psychology of social institutions and social conflict. Also a survey of experiments (and techniques) upon such problems as the influence of social conditions upon perception and motivation, socialization of the child, language, suggestion, social frustration, status, and prejudice. Prereq., 9 hours and Soc. 1, or 6 hours and 3 hours sociology. Credit, three semester hours. (Available January 1, 1959.) STORM.

319. **PSYCHOLOGY OF PERSONALITY.** The development of personality is followed from some of the biological factors through the functioning of maturation and learning to the mature organization of traits and behaviors. The phenomena of integration, differentiation, attitudes, traits, character,

self and dynamics are studied, along with a consideration of some of the effects of home, school and community upon the personality. Material fee, 50c. Prereq., 9 hours. Credit, three semester hours. PULLEN.

SECRETARIAL STUDIES—See Commerce

SOCIOLOGY

1. **GENERAL SOCIOLOGY.** An introduction to the study of society, culture, and personality. The student acquires familiarity with the work of anthropologists and sociologists, and with the major concepts which have been developed in the systematic study of social relationships. The text provides a general orientation to the field, and is supplemented by readings which present both the methods and the results of contemporary sociological investigations. Topics include: the nature of culture, community relations, population problems, marriage and the family, social classes, crowd behavior, social change, personality development. Not open to juniors and seniors. Credit, three semester hours. EGGERS.

220. **SOCIAL PROBLEMS.** An intensive study of a limited number of problem situations which arouse major concern in local communities and in the nation. Attention is concentrated upon selected problems which illustrate the origins, scope, and complexity of social problems generally. The objective is to provide knowledge of the principles involved in the analysis and solution of social problems, with a view to their application in local situations. The topics include: juvenile delinquency, race prejudice, mental disorder, illness and medical care, family disorganization, and problems of old age, and others. Prereq., 6 hours in social sciences. Credit, three semester hours. EGGERS.

SPEECH

110. **PARLIAMENTARY PROCEDURE.** A study of the techniques involved in conducting a public gathering and in presiding over an assembly. Prereq., 1 or proficiency test. Credit, one semester hour. STAATS.

STATISTICS—See Commerce

INDEX

A

Accounting, courses	15
Admission, College	7
Advertising, course	16
Applied Science, College of	10
Art, courses	13
Arts and Sciences, College of	10

B

Board of Trustees	2
Books, Text	8
Botany, courses	13
Branches, The	12
Business Law, courses	16

C

Change of Course Registration	
Fee	8
Chemistry, courses	14
Civil Engineering, courses	14
Classical Languages, courses	14
Colleges at Ohio University	10
Commerce, College of	11
Committee on University	
Extension	2
Correspondence Courses at the	
College Level	7
Courses at the High School Level	12
Courses of Instruction	13
Credit, College	7

D

Drawing, Engineering, courses	22
-------------------------------------	----

E

Economics, courses	17
Education, College of	11
Education, courses	20
Elementary Education, courses	20
Engineering Drawing, courses	22

English, courses	22
Ethics, course	31
Examinations	9
Extension Classes	12
Extension Division, Staff	2-5
Extension of Time	9

F

Faculty	3
Fee, Change Order	8
Fees, College Correspondence	8
Finance, courses	17
Fine Arts, College of	11

G

Geography, course	24
German, courses	24
Government, courses	25
Graduate College	11
Greek, courses	14

H

History, courses	25
History of University	6
Home Economics, courses	27

I

Industrial Arts, courses	27
--------------------------------	----

J

Journalism, courses	28
---------------------------	----

L

Latin, courses	14
Lessons or Study Units	8
Library Science, course	21

M	Registration	8
Management, courses		18
Marketing, courses	S	
Master's Degree Credit	Secondary Education, courses	20
Mathematics, courses	Secretarial Studies, courses	19
Mechanical Drawing, courses	Sociology, courses	34
(See Engineering Drawing)	Speech, course	34
Music, courses	Statistics, Business, courses	19
	Summer Session	12
O		
Out-of-State Students	T	
	Textbooks and Materials	8
P	Time Limit	8
Philosophy, courses		
Physical Education, courses	U	
Physical Science, courses	University College	10
Physics, courses	University Today	6
Psychology, courses	University Units	6
R	V	
Refunds	Veterans, Korean	10

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